

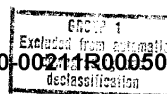
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SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR DECEMBER 1962

*See Memo  
Reports - 1 -*

	<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
25X1	1. Vital Records	<div></div>	<ul style="list-style-type: none"><li>a. Approved revised Vital Records Deposits Schedules for Office of DCI; Assistant to the DCI for Coordination and TSD/DDP.</li><li>b. Prepared new Vital Records Deposits Schedule for ADP Staff.</li><li>c. Presented Vital Records Workshop at the GSA sponsored Government-wide Records Management Seminar.</li><li>d. Prepared report on GSA Vital Records Depository at Neosho, Missouri.</li><li>e. Vital Records Deposits Schedule which was prepared for Emergency Planning Office in November - still waiting final agreement.</li></ul>
25X1	2. Records Control Schedule	<div></div>	<ul style="list-style-type: none"><li>a. Approved revisions in Records Control Schedules for OCR and OCI.</li><li>b. Review of OTR Schedule in process.</li></ul>
	3. Forms Management		<ul style="list-style-type: none"><li>a. Developing new form for Personnel Emergency and Locator System with Office of Comptroller.</li><li>b. Rejected a new order of Form 44, Abstract File Slip, for DDP due to improper printing. This action prevented probable security implications which would have resulted had the form been shipped overseas.</li><li>c. Developed 9 new forms; revised 16 forms; eliminated 5 forms.</li></ul>

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4. Survey of Medical Staff Paperwork		a. Report of Accomplishments and Recommendations being prepared and will be submitted to Medical Staff by 21 January 1963.
5. Records Survey, Building Security Branch, Office of Security		a. Established Subject File System for Office of Security.
		b. Folders for 1963 prepared.
		c. Established Suspense file for Badges.
		d. Survey continuing.
6. Shelf File		a. Approved procurement of 4 Motorized Shelf File Units for Central Cover Staff, DDP. This action will result in: <ul style="list-style-type: none"> <li>(1) Release of 26 5-drawer file cabinets.</li> <li>(2) Release of 3 4-drawer Safes.</li> <li>(3) Savings - 135 sq. ft. of floor space (58%).</li> <li>(4) Better control over records.</li> <li>(5) Increased reference rate to files.</li> </ul>
		b. Working with OBI in proposed move to Alcott Hall to relocate existing shelving or utilize surplus in Warehouse.
7. Requisitions for Special File Equipment and Supplies.		a. Approved special file card system for ORR.
		b. Approved special file folders for Office of Logistics.

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	<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
25X1	8. Operation of Records Center and Vital Records Repository	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<ul style="list-style-type: none"> <li>a. Received 896 cu. ft.</li> <li>b. Destroyed 222 cu. ft.</li> <li>c. Furnished 41,514 references; average of 2188 per work day.</li> <li>d. Total Holdings 31 December 1962, 81,239 cu. ft.</li> </ul>
25X1	9. Miscellaneous	<div style="border: 1px solid black; width: 100px; height: 100px;"></div>	<ul style="list-style-type: none"> <li>a. Retired the residue of files from Senior Research Staff, International Communism, DDI</li> <li>b. Attended Mail Management and Records Disposition Round Table discussions, National Archives.</li> <li>c. Attended Federal Records Officers Meeting at National Archives.</li> <li>d. All Staff Members attended a briefing and participated in a Tour of the Operations of Security Records Division.</li> <li>e. A Meeting of all Area Records Officers was held on 14 December 1962.</li> </ul>
25X1	CC: <div style="border: 1px solid black; width: 150px; height: 40px;"></div> (Records Center)		

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2	7D-24 Headquarters		
3			
4			
5			
6			

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<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Bob:

Here is our December Report.

Our receipts of records at the Center are relatively low but the average references per work day are very high.

*Rec*

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